

Mass Removing Security Roles

About this Document

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Security Roles (such as Data Export Manager Export/Edit Access) can be removed in mass from staff accounts in PowerSchool

The Process is handled at the School Level

1. Start Page
2. Click **Staff** tab
3. Search for and select multiple staff members

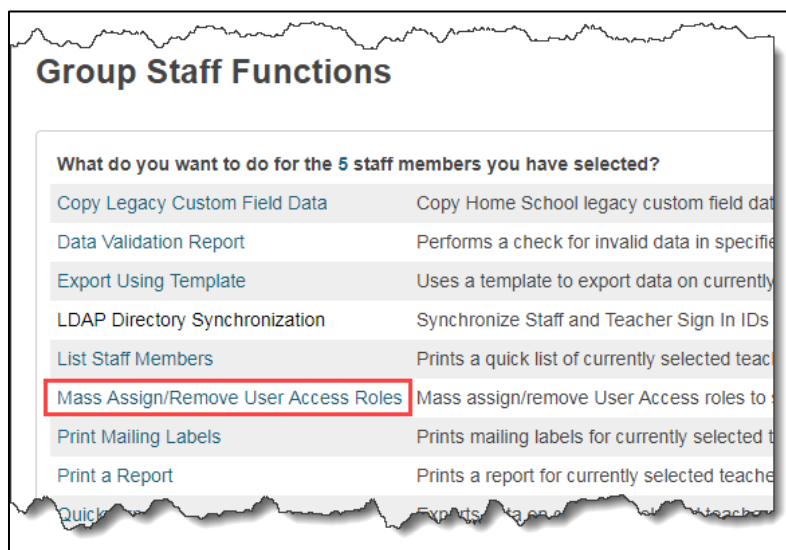
Navigation: Start > Staff tab

The screenshot shows the 'Start Page' of the PowerSchool interface. At the top, there is a 'PowerSchool Mastery in Minutes' banner. Below the banner, there are three tabs: 'Students', 'Staff', and 'Parents'. The 'Staff' tab is highlighted with a red box. Below the tabs, there is a search bar with a dropdown menu set to 'All'. To the right of the search bar is a magnifying glass icon and a 'View Field List' link. Below the search bar, there is a row of letters from A to Z. Below the letters, there is a row of buttons: 'Teachers', 'Staff', 'Lunch Staff', 'Substitutes', 'M', 'F', and 'Current Selection (1032)'. Below this row, there are three links: 'Staff Directory', 'Stored Searches', and 'Stored Selections'.

4. Click **Functions**

The screenshot shows the 'Hold down the CTRL key to make multiple selections' screen. At the top, there is a note: '(School abbreviation will only display for 500 or fewer staff members.)'. Below the note, there is a list of staff members. The first eight items are highlighted in blue: 'TrainingStudent, 138', 'TrainingStudent, 139', 'TrainingStudent, 140', 'Trainps1, Trainps1', 'Trainps10, Trainps10', 'Trainps11, Trainps11', 'Trainps12, Trainps12', and 'Trainps13, Trainps13'. The last item is 'Tuckeable, Karen Marie'. Below the list, there are two radio buttons: 'Keep selected teachers' (selected) and 'Remove selected teachers'. At the bottom right, there are two buttons: 'Selections' and 'Functions'. The 'Functions' button is highlighted with a red box.

5. Click **Mass Assign/Remove User Access Roles**



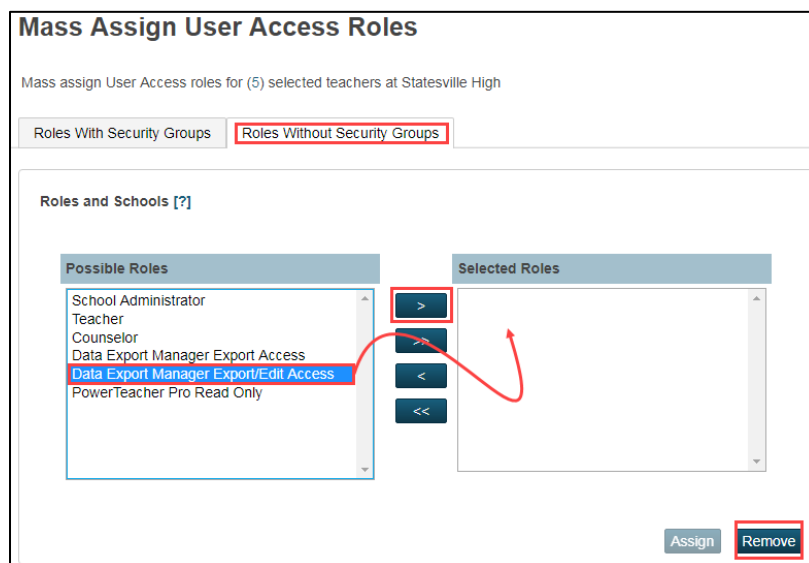
a. Do one of the following

- Click Roles with Security Groups tab to remove roles that control the users' PowerSchool access
- Click Roles Without Security Groups tab to remove roles typically used to give users access to specific functional areas or external applications integrated with PowerSchool (i.e. Data Export Manager Export/Edit Access or PTPro Admin View Access)

6. Select the role you want to remove from the **Possible Roles** box

Note: To select multiple roles, press and hold COMMAND (Mac) or CONTROL (Windows) as you click each role

Click the **right-angle** button to move the selected roles to the **Selected Roles** box



7. Click **Remove**

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8. Click **Confirm Delete** (A confirmation message appears)

